



Merrow Junior School

Deputy Headteacher

Recruitment Pack





Contents

Selection arrangements

Letter from Chair of Governors

The School Context

Job Description

Person Specification

Merrow Junior School
Sheeplands Avenue
Merrow
Guildford
GU1 2SG

Tel: 01483 598544
Email: ldormer@merrowfederation.school

Selection arrangements for the post of

Deputy Headteacher, Merrow Junior School

School Group Size	2
Published Admission Number	60
Number on Roll	240
Salary Range	Leadership Scale L4 - L9 (Fringe area) £48,935 - £55,197 at 2022* *(2023 Pay Award Pending)

Applications will close at 10am on 4th October 2023

Interviews will take place on 10th and 11th October 2023

You are asked to complete the enclosed Application Form which you should relate specifically to the Person Specification and the accompanying Job Description. Applications will receive an email acknowledgement but should you have any queries regarding receipt please do not hesitate to contact us.

You should ensure that your application is sent, preferably by email, to

Mrs Sandra May
School Business Manager
Merrow Junior School
Sheeplands Avenue
Merrow
Guildford
GU1 2SG

Tel: 01483 598544

Email: sbm@merrowfederation.school



Merrow Schools Federation

Executive Head Teacher: Mrs Louisa Dormer

Dear Applicant

I am delighted that you have taken an interest in applying for the post of Deputy Headteacher at Merrow Junior School.

Our School continues to grow and develop and is a positive and happy community where children feel safe, supported and want to learn. We have an excellent team of teachers and support staff dedicated to helping the children to achieve their potential. The school benefits from supportive parents, a forward looking Governing Body and excellent buildings and grounds.

The Governors are seeking to appoint a Deputy Head who is committed to developing every child so that they will achieve their maximum potential. Building on our existing strengths, overcoming current challenges, and seizing new opportunities will all be vital in a successful approach to this role. We would like to hear from you if you have the vision and qualities to lead our school.

I hope that you will find the information in this pack helpful in understanding the context of our school. In addition, I would strongly recommend that you visit the school to see for yourself what it has to offer. To arrange a visit, please contact Louisa Dormer, our Head Teacher at ldormer@merrowfederation.school or on 01483 598544.

Please look carefully at the job description and person specification for the post. Your personal statement must relate to the specification and the priorities of our school.

The closing date for receipt of applications is 4th October 2023

Interviews will be held on: 10th and 11th October 2023

Please return completed applications to Sandra May at the address above. I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours faithfully

David Wright
Chair of Governors

Please note our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check.

School Context

Merrow Junior School is a two form entry junior school with foundation status, which has recently federated with its feeder school, Merrow Infant School, to become part of Merrow Schools Federation. Situated in Merrow on the north east side of Guildford we serve local families and neighbouring communities.

The school enjoys every facility for a wonderfully balanced school life. Our building has 10 spacious, bright, well equipped, air-conditioned classrooms, a large well stocked library, ICT equipment, an Art and Technology room, Music room, spacious hall and a gym. The outside area benefits from an all-weather sports pitch and environmental area. There is also a large trim trail, an individually designed 'Beach' area as well as substantial playing field and playground space.

The school is fortunate to have a dynamic and talented teaching staff, complemented by a committed and knowledgeable team of support staff. Staff are proud to be part of Merrow Schools Federation and actively promote the values of Kindness, Integrity, Respect and Perseverance.

The school is committed to a broad and balanced curriculum that encourages a lifelong love of learning. Our curriculum is supported by many extra-curricular activities run by school staff and outside organisations. A fee-paying Breakfast Club and an After School Club provide childcare facilities from 7:45 am to 6 pm.

The active Parent Teacher Association supports the school financially with various projects; most recently, they contributed a substantial amount to enable a large extension to be made to the school trim trail. We have committed parent helpers many of whom attend the school regularly to assist with classroom activities or clubs. Others help on an *ad hoc* basis, perhaps with school trips or our termly activity days. Our local community benefits from the letting of school facilities to various groups in the evenings and at weekends.

In every respect the school is committed to ensuring every member of its community is valued as 'Together we grow':

Together we grow ... to become resilient, motivated and curious learners

Together we grow ... to build meaningful relationships

Together we grow ... to have a positive impact in the world

Together we grow, valued and loved as unique individuals

Deputy Headteacher Job Description

Responsible to: Executive Head Teacher

The Deputy Headteacher (DHT) will be responsible for working with and supporting the Executive Head Teacher (EHT) on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas.

- Deputising efficiently and effectively at the Junior School for the EHT in her absence, including when the EHT is working at the infant school site.

Strategic Direction and Development of the School

The DHT will play a major role under the overall direction of the EHT in:

- Promoting and demonstrating the federation's vision of "Together we Grow".
- Ensuring that the ethos and practice of the school continues to reflect the school values for the good of our pupils.
- Contributing to the formulation and implementation of a vision and strategic plan for Merrow Junior School .
- Determining general school policy and managing its implementation.

In addition the DHT role includes:

- Acting as a "sounding board" and "critical friend" to the EHT, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the EHT and Governing Body.
- Setting an example to staff by encouraging creativity, continuous improvement and the use of appropriate new technologies.
- Engaging positively with parents/carers and other stakeholders.
- Planning and leading school assemblies.
- Being a supportive presence at school events.

Learning and Teaching

The DHT's role includes:

- Providing an example of excellence as the leading classroom practitioner and inspiring and motivating other staff.
- Demonstrating exemplary practice in areas of curriculum responsibility.
- Working with the HT and SLT to promote and secure excellent teaching and learning and high standards of achievement & progress.
- Making a leading contribution to the school's monitoring and evaluation processes for pupils' attainment & progress and for learning/teaching.
- Working with the EHT to ensure a consistent and continuous school-wide focus on pupils' achievement & progress.
- Using assessment data, attainment tracking and benchmarks to monitor progress in every child's learning.

Leading and Managing Staff

The DHT will play a major role under the overall direction of the EHT in:

- Leading, motivating, supporting, challenging and developing all staff to secure continuous improvement; including her/his own continuing professional development.
- Managing and monitoring the range, quality and use of all resources to improve the quality of education, improve pupils' achievements and provide value for money.
- Taking a major role in the day-to-day running of the school.

In addition the DHT role includes:

- Promoting effective team working and high morale.
- Having a key role in the implementation of teacher appraisal.
- Effectively managing own time when dealing with the wide range of day-to-day and long term demands of the post.
- Coaching staff who are experiencing difficulties within the classroom.
- Maintaining ICT competency, keeping abreast with changes in technology.

Safeguarding

- The DHT has responsibility for Safeguarding in the Deputy Designated Safeguarding Lead role, maintaining staff awareness and ensuring safe practices reflect national and school policy, whilst promoting the welfare of children.

Key Accountabilities

The DHT's role includes:

- Supporting the EHT in accounting for the efficiency and effectiveness of the school to Governors and all relevant stakeholders.
- Take a lead in pupil assessment across the school.
- Responsibility for managing the personal and professional development of teachers and other members of staff; to manage their performance; to ensure they meet professional standards and they contribute to school improvement.
- Monitoring provision of specific groups of children to ensure all groups make good progress.
- Specific accountabilities within the School Development Plan.

Deputy Headteacher Person Specification

Qualification

- Qualified Teacher Status
- Evidence of relevant professional development

Experience

- Experience across KS2 (experience in EYFS and KS1 would be beneficial)
- Proven record of outstanding class teaching and curriculum leadership
- Successful and substantive senior leadership experience, including leading and developing staff
- Experience of monitoring and evaluating performance and use of data to raise achievement
- Implementation and evaluation of whole school improvement/change initiatives

Professional Knowledge

- Knowledge of best practice and procedures for safeguarding children
- A good understanding of the legislative framework within which schools operate
- In depth understanding of curriculum and assessment at KS2, with knowledge of EYFS and KS1
- Understanding of tools for the interpretation, analysis and use of data to inform school improvement
- Understanding of the role of the Governing Body combined with the ability to develop a strong and effective partnership with governors
- A knowledge of the school budget setting process and financial management issues in schools
- A sound understanding of current developments in primary education and the challenges and opportunities these provide
- The Ofsted framework including how Ofsted gathers and interprets information about the School
- Ability to use new and emerging technologies to support learning and improvement

Professional Skills and Personal Qualities

- Personable and approachable
- Effective communication skills
- Confidence and assertiveness
- Drive and determination
- Strong leadership skills
- Good strategic judgement

Professional Philosophy and Commitment

- A commitment to the values of Respect, Integrity, Kindness and Perseverance, with our vision of 'Together we Grow'
- A commitment to the delivery of a broad and balanced curriculum and co-curriculum with good enrichment opportunities
- A commitment to quality and excellence
- A commitment to treating all equally